

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Aide - General	
		Division and/or Subdivision Resource Protection and Improvement	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Lewis A. Moran Reforestation Center, Davis	
		Class Title of Position Forestry Aide	
		Position Number 542-720-1060-910	
		Effective Date April 1, 2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the supervision of the Forester II (Reforestation Services Program Manager), the Forestry Aide regularly performs subprofessional work related to the Cone, Seed and Nursery operations at the Lewis A. Moran (L.A. Moran) Reforestation Center.</p> <p>Duties and Responsibilities:</p> <p>*Assist with cone collection and seed processing. *This requires cone sampling, working in a physically demanding environment, in rough/uneven terrain, with harsh weather to collect cones. *Perform cone cutting tests, turning cone sacks, preparation of cones for drying via solar or kiln drying, tumbling cones for seed extraction, spent cone handling, screening seed, dewinging seed, upgrading seed with air separation equipment, hand cleaning seed and other processing methods as required to handle cones and seed of all species at the Center. *Assist in maintaining detailed record log, related to the above. *Operate equipment associated with the above including forklift, tumbler, kiln, dewinger, screen machines, X-ray and monitor, air separators, balances, bander, air compressors, generators and other equipment. *Provide direction to crews from the California Conservation Corps and/or Conservation camps as need for seed processing activities.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <ul style="list-style-type: none"> Obtains training and maintains qualifications and certificates to operate all nursery equipment required, which includes receiving training from the Department in accordance with CalOSHA policies and procedures on how to safely operate a forklift. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. The incumbent is required to wear respiratory protection equipment, including Self-Contained Breathing Apparatus – (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical condition of the incumbent. As such, Cal OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking difficult climbing, jumping, twisting, bending, and lifting over 25 pounds; and the pace of work is typically set by the emergency situation. 			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	*Assist with nursery operations: seed stratification, sowing, irrigation, germination counts, moving seedlings from greenhouses to shadehouses, seedling thinning, equipment maintenance and sanitization, data entry and QA/QC, seedling lifting and assisting customers with seedling pick up. *Provide direction to California Conservation Corps and Inmate crews assisting with nursery activities as needed.
30%	*Assist with laboratory processes & shipping: seed testing, seed storage and stratification. Detailed monitoring and record keeping of these processes and any subsequent actions: measuring seed moisture content, drying of seeds, seed per pound calculations, purity percentages, calculating germination percentages, and preparing seeds for long term storage and or/shipping.
10%	Other job-related duties as required. *These may include emergency related assignments.
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.	

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment:

- Obtains training and maintains qualifications and certificates to operate all nursery equipment required, which includes receiving training from the Department in accordance with CalOSHA policies and procedures on how to safely operate a forklift.
- The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. The incumbent is required to wear respiratory protection equipment, including Self-Contained Breathing Apparatus – (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical condition of the incumbent. As such, Cal OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking difficult climbing, jumping, twisting, bending, and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date